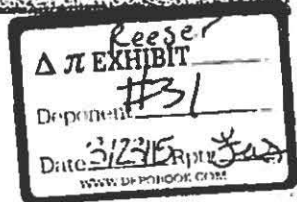


## Defendant's Trial Exhibit 126

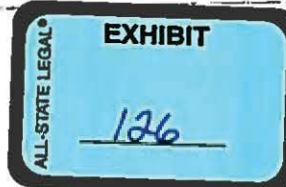
## TEAM MEETING

12/13/11



phone. 1 or per 10-11-11

✓	✓	Euna Bork	Smole
✓	✓	Maria Anger	M. Anger
✓	✓	Lucan Hajjar	Lucan Hajjar
✓	✓	Martha Wischhart	Martha Wischhart
✓	✓	Alan Motes	Alan Motes
✓	✓	<del>John Rosch</del>	<del>John Rosch</del>
✓	✓	John Rosch	John Rosch
✓	✓	Beriah Pulliole	Beriah Pulliole
✓	✓	Cara Montgomery	Cara Montgomery
✓	✓	<del>Vivian Moore</del>	<del>Vivian Moore</del>
✓	✓	Vivian Moore	Vivian Moore
✓	✓	Desene Miller	Desene Miller
✓	✓	Steve Peterson	Steve Peterson
✓	✓	Lataha Baldwin	Lataha Baldwin
✓	✓	Dana Goldsmith	Dana Goldsmith
✓	✓	<del>Ta-Nisha Jordan</del>	<del>Ta-Nisha Jordan</del>
✓	✓	Ta-Nisha Jordan	Ta-Nisha Jordan
✓	✓	Nick Pizzaro	Nick Pizzaro
✓	✓	Alicia Estell	Alicia Estell
✓	✓	Datalia Reese	Datalia Reese
✓	✓	<del>Datalia Reese</del>	<del>Datalia Reese</del>





# Meeting Agenda

Tuesday December 13, 2011 4:30pm

## Topics:

- Introductions
- Working session with couriers and lab assistants to streamline pick up process
- HFML Lab Assistant Policies and Guidelines
  - Lunches and breaks *Delia, Alicia, Steve, Vivian*
  - Signing in and out, email upon arrival *- SP, P, M, P*
  - Time cards
  - Email etiquette
  - General responsibilities
  - Specimen labeling and drawing guidelines
  - Phone etiquette
  - Patient care protocol
  - Treatment of co-workers
- Cell phone use policy
- New fax cover sheet
- AutoPrint troubleshooting checklist
- HFML 24 hr urine guide
- Adding a physician and faxing to HFH main
  - Drawing and processing a non-HFMG patient at HFMG facility
  - HFML-HFMG staff instructions for filling out a rx
  - Known sample defect form
  - MIQ
- Quality measures
  - Review all of the requisitions that have been input for the day
  - Check for dx codes and tests that have been ordered
  - Spelling of names
  - Male/Female
  - Insurance verification
- Bill to account should only be used at Nursing Homes
- Ordering cultures
  - Orders for multiple cultures on a single patient must be placed with a collect date and time difference of at least 1 min apart.
  - Do not order multiple cultures on a single patient with the same collect date and time.
- Pediatric draws
- Patient results
  - We are not allowed to release results or give copies of results directly to patients.
  - The release of results to a patient is between the patient and the ordering physician.
- "Copy to"
- 2012 Forecast
  - Where we are
  - Where we want to be in 2012
  - Importance of keeping business and taking care of our Clients
- Recognitions

*Fire Drill Training*

*Chase 7/3*

*Recognition*

*Cap John - Allan*

*Ciera*

*Deanna*

*Natasha*

*ULMC*

*Tawana*

*Angela*

*Denise*

*Sharon*

*Tracy*

*LaDonna*

*Marsha*

*Shirley*

*Vivian*

\*\*\*Note\*\*\*

Please add this agenda to your FYI books for reference.